

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SPECIALIST III -
Electronics and Controls

SALARY GROUP: B19

DEPARTMENT: Facilities Division

Page 1 of 3

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Clyde Armstrong DATE: 3/09/2015

POSITION #: 022289

I. JOB SUMMARY

Performs moderately complex consultative services and technical assistance work. Work involves planning, developing, and implementing an agency program; providing consultative services and technical assistance to program staff, governmental agencies, community organizations, and the public; and training others. Works under general supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Provides consultative services and technical assistance to plan, implement, and monitor the electronics and controls systems program to include elevators, boilers, electronic locking controls, fire alarms, and environmental temperature controls; and participates in program planning, development, implementation, analysis, and documentation.
- B. Reviews and assists in evaluating information on service delivery system methods, outputs, and activities in order to identify gaps in resources and recommend improvements; conducts surveys, inspections, and reviews to determine compliance with certification requirements, laws, regulations, policies, and procedures; and recommends and coordinates activities to produce a more effective program.
- C. Assists in analyzing the applications and variations of programs to develop an action plan for program improvement and initiation of new programs; and works with program staff in determining trends and resolving technical problems.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SPECIALIST III -
 Electronics and Controls

SALARY GROUP: B19

DEPARTMENT: Facilities Division

Page 2 of 3

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Criminal Justice, Electronics, Industrial Technology, or a related field preferred. Each year of experience as described below in excess of the required four years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Four years full-time, wage-earning experience in manufacturing operations or maintenance of electronic control systems.
3. Experience in the use and maintenance of direct digital control applications in touch screen control systems, microcomputers, computer-based controls, and microprocessors preferred.

B. Knowledge and Skills

1. Knowledge of the principles and practices of public administration and management.
2. Knowledge of applicable local, state and federal laws, rules, and regulations.
3. Knowledge of hardware locks operation, maintenance, and repair procedures preferred.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to gather, assemble, correlate, and analyze facts.
6. Skill to implement changes in electronic systems, read blueprints, hardware schedules, and electronic systems specifications.
7. Skill to communicate ideas and instructions clearly and concisely.
8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
9. Skill to interpret and apply rules, regulations, policies, and procedures.
10. Skill in administrative problem-solving techniques.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SPECIALIST III -
 Electronics and Controls

SALARY GROUP: B19

DEPARTMENT: Facilities Division

Page 3 of 3

11. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
12. Skill to develop and evaluate administrative policies and procedures.
13. Skill to review technical data and prepare technical reports.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, dust, grease, oils, solvents, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, electrical test instruments, telephone, and automobile.